

Attaching Receipts and Other Documents in GovTrip

Receipts and other supporting documentation are an important part of trip records. They are evidence that proper approvals were granted and official travel actually took place. GovTrip eliminates paper-based filing of authorizations and vouchers, and offers an environment for electronic document storage. Receipts and other supporting documentation are attached in GovTrip using the “fax” or “scan/upload” methods.

- Go into the travel document that requires receipts or documentation to be attached. Be sure you are in edit mode, so you can make changes to the document.
- Click “Receipts” from the GovTrip Title Tool Bar.



There are various types of documentation required to support an authorization request and voucher.

- Receipts are required for lodging, common carrier transportation, rental car, and rental car gas regardless of cost. You must also have receipts for any expense \$75 or greater.
- Examples of additional documentation:
 - Additional justifications and approvals.
 - Constructive Travel using Common Carrier;
 - Constructive Travel using POV;
 - Travel Advance Request Form;
 - Ink-signed voucher from the traveler when a Travel Arranger has digitally signed, T-Entered, the voucher on their behalf in GovTrip;

Note - the fax or scan/upload methods eliminate the need for hard copy files. Attached documents in GovTrip are instantly retrievable.

Section A: Fax Method

1. Click the “[Print Fax Cover Sheet](#)” link

Documentation & Receipts

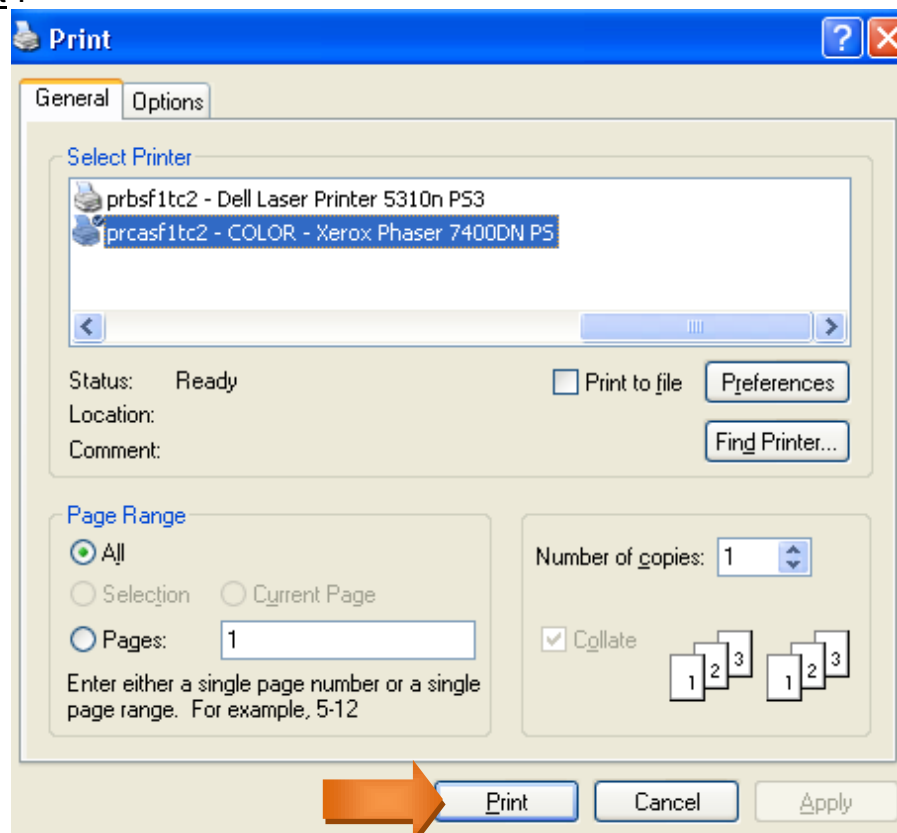
You must have a [PDF Document Reader](#) program installed on your computer to view the doc

To fax in your documentation:

1. Click “[Print Fax Cover Sheet](#)”, and follow the instructions on the cover sheet.
2. About five minutes after the fax transmission is complete, click “Refresh” to see the documentation in the list below.



2. This will automatically open the fax cover page and print command box. Click “[Print](#)”.



3. The fax cover page has a unique bar code and document name that is associated to the applicable authorization or voucher.



eTravel Documentation/Receipts Cover Page

Please fax this cover page, together with your documentation/receipts to 1-800-388-8319. If you are dialing from outside of the United States then use the telephone number 1-800-968-4709 (with the appropriate international prefix). Your long distance telephone company may charge you for this call. Documentation/Receipts may take up to five minutes to appear on the document.



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Fax cover sheet requested by: Travis T Traveler



4. With the printed eTravel Documentation/Receipts Cover Page, the Traveler or Travel Arranger can fax in receipts and documentation. Note:
 - a. Only 20 pages that can be submitted with one cover page, GovTrip is able to receive and store documentation electronically to the travel document.
 - b. The fax number is listed on the cover page; it may take up to ten minutes for the imaging process to be complete. You may continue working on your travel document during this time.
 - c. Once attached to your travel document, you may enter a description in the "notes" field. Be sure to click "save notes" if notes have been entered.
 - d. The electronically attached documents will remain on file in GovTrip for 6 years 3 months. The traveler, travel arranger, approving official, and other reviewing officials will be able to view the documents and/or receipts as needed.
5. Choose "Refresh This Page" to view your uploaded receipts

Existing Documentation

Date Added	Notes	View	Remove
12-May-2010	SCANNED	>view	>remove

Refresh This Page

Save Notes

Section B: Scan/Upload Method

1. The traveler or travel arranger must already have the documentation or receipts saved in electronic format. Note:
- a. Images can only be uploaded if they are a JPEG, GIF, PDF, BMP, PNG, TIF files;

b. Each file must be 2.0MB or less;

c. For best results use black/white when scanning and scan using dpi of 200 to 300.
2. To Upload Scanned Documentation click "Browse".

To upload documentation that you have scanned:

1. Click "Browse.." and after selecting the scanned file click "Upload".

2. Click "view" to view the documentation.

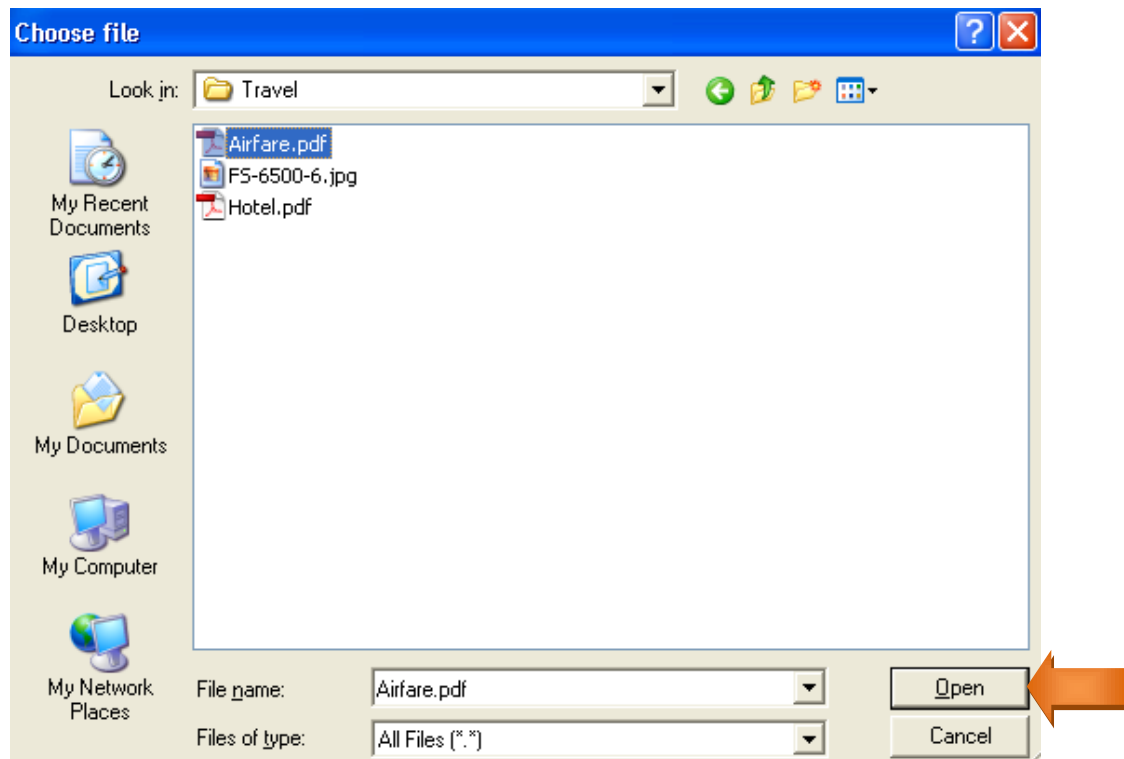
3. To add or change notes on an existing document, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

> Upload Scanned Documentation

Browse...

Upload

3. Locate and select the file within your computer, then click "Open"




4. Click "Upload", once complete the document will be displayed in the lower portion of the GovTrip window.

To upload documentation that you have scanned:

1. Click "Browse.." and after selecting the scanned file click "Upload".
2. Click "view" to view the documentation.
3. To add or change notes on an existing document, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

➤ **Upload Scanned Documentation**

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- a. Once attached to your travel document, you may enter a description in the "notes" field. Be sure to click "save notes" if notes have been entered.
- b. The electronically attached documents will remain on file in GovTrip for 6 years 3 months. The traveler, travel arranger, approving official, and other reviewing officials will be able to view the documents and/or receipts as needed.